

AMENDMENT #1 TO RFP 15-031 QUESTIONS AND ANSWERS

RFP 15-031 was issued via MAGIC on January 20, 2015. The Pre-Proposal Vendor Conference on Friday, January 30, 2015 was considered “mandatory.” Accordingly, this amendment is distributed via email to companies that attended the conference. In addition, this amendment is posted as an amendment to RFP 15-031 in MAGIC.

1. QUESTION: Page 5, Section 3.2.2 of the RFP states that written proposals for this RFP will be accepted until 10:00 a.m. on February 6, 2015. However, the procurement schedule on page 8 states that the deadline is 4:00 p.m. that same day. Please clarify what will be the acceptable delivery time.

ANSWER: The RFP is amended, and the deadline to submit written proposals is extended to Friday, February 13, 2015 at 4:00 p.m. All written proposals must be submitted via MAGIC. The complete written proposal (PDF) should be uploaded to MAGIC as an attachment. Only offerors registered in MAGIC will be able to submit a proposal via MAGIC.

2. Section 4.4.1 and 4.4.3 are amended to reflect the following. The Pre-Proposal Vendor Conference was held at the MDOC Central Office on Friday, January 30, 2015 at 10:00 a.m. Since the conference was not held at an MDOC prison facility, Appendix A – Authorization for Release of Information – was not required in advance.
3. Section 4.5.2 is amended as follows: “The enclosed AUTHORIZATION FOR RELEASE OF INFORMATION form (APPENDIX A) must be completed in its entirety for each of proposed vendor’s staff (maximum of four staff, per facility) that may visit MDOC facilities, ~~and the completed forms must be returned with the proposal, via MAGIC on February 6, 2015.~~
 - a. The Authorization for Release of Information – Appendix A – should only be completed for persons that may visit the inside of a MDOC prison **in accordance with agency policy.**
 - b. The RFP is hereby amended to indicate that only the contractor awarded the contract will be required to submit Appendix A for each person that may visit the inside of a MDOC prison. Therefore, Appendix A should **NOT** be submitted with vendor proposal.
 - c. The selected vendor will provide MDOC with Appendix A on each person that will visit a MDOC prison before the contract commences on March 18, 2015. Such information may be delivered in a separate package to Mr. Rick McCarty at 633 North State Street, Jackson, MS 39202 no later than March 1, 2015.
4. Section 4.6.2 is amended as follows: “All requests for clarification must be received by Mr. McCarty at RMCCARTY@mdoc.state.ms.us, 633 North State Street, Jackson, MS 39202 by 4:00 p.m. CST, Wednesday, February 4, 2015. Since the Vendor Conference was mandatory, only the vendors that attended the conference received notice that the time to ask questions was extended to February 4, 2015. There were no additional questions from vendors concerning the above referenced RFP. Therefore, this amendment will be distributed to vendors that attended the conference on February 5, 2015. This

amendment will also be posted in MAGIC before the original proposal deadline (February 6, 2015).

5. Section 4.6.4 indicates that written responses/clarifications to questions will be sent to participants of the vendor's conference by Tuesday, February 3, 2015. The RFP is amended, and vendors that attended the conference will be allowed more time to ask questions. All questions concerning RFP 15-031 should be submitted via email to rmccarty@mdoc.state.ms.us by 4:00 p.m. CST, Wednesday, February 4, 2015.
6. Section 4.7 is amended to show the proposal deadline extended to Friday, February 13, 2015 by 4:00 p.m. via MAGIC.
7. Section 4.8 is amended as follows:

January 20, 2015	RFP available to vendors via MAGIC
January 30, 2015	10:00 a.m. CST, Pre-Proposal Conference, MDOC Central Office
February 4, 2015	4 p.m. Deadline for Vendors Written Questions
February 5, 2015	Amendment #1 to RFP 15-031 (Written Response to Vendor Questions) posted in MAGIC, and emailed to vendors that attended the pre-proposal conference.
February 13, 2015	4:00 p.m. Deadline for submitting proposals via MAGIC
February 16, 2015	Evaluation*
February 17, 2015	Notice of Contract Award
February 18-20, 2015	Contract Negotiations
February 24, 2015	Deadline to Mississippi Personal Service Contract Review Board (PSCRB)
March 17, 2015	PSCRB Monthly Meeting
March 18, 2015	Contract Begins, if contract approved by PSCRB on 3/17/2015

*MDOC reserves the right to request **Best and Final Offers (BAFO)** from the two (2) best offerors.

8. QUESTION. Page 15, 4. Profile of the Offeror, B. Ownership and Staffing requests "a comprehensive list of the names and titles of the members, partners, officers, management and staff of the offeror's firm." Certain firms have tens of thousands of employees. Would the MDOC consider revising this request in some fashion to reduce the listing that will need to be provided?

ANSWER: Section 6.3.2, Item 4.B is amended as follows: "Staffing. A comprehensive list of the names and titles/roles of the offeror's staff assigned to the proposed contract shall be provided in the "Proposed Contract Staffing Plan" an example of which is provided below.

PROPOSED CONTRACT STAFFING PLAN

Staff Name and Current Title with Company	Proposed Role in the Contract	Ownership Percentage	Rate Per Hour	Total Proposed Hours
John Smith President	Project Manager, CPA	_%	\$1.00	2
TOTALS			\$1.00	2
PROPOSED BLENDED RATE PER HOUR			\$1.00	2

- The budget narrative (Section 6.3.2Item 6.A) shall provide the narrative justification for the staffing plan and the blended rate. Appendix C is utilized to capture specific information related to cost.
- Resumes are required for all individuals assigned to the contract.

9. QUESTION: Page 31, Appendix A: Considering the NCIC check requires highly sensitive personal information (i.e. social security numbers, etc.), what is the suggested delivery for this information? May it be provided in a separate sealed deliverable so that it is not part of the proposal document? Also, specifically for whom must this information be provided (all team members, management associated with the engagement, etc.)?

ANSWER: See Item 3 above.

10. Appendix B – Certifications – is amended and attached. Vendors will include the Amended Appendix B in their proposal.

Offerors shall acknowledge receipt of this Amendment to RFP 15-031 by authorized signature and date below. The signed Amendment #1 must be returned with the proposal via MAGIC on Friday, February 13, 2015.

ACKNOWLEDGED:

DATE

By: _____

Authorized Signature

Firm: _____

ANNOUNCEMENTS:

All suppliers seeking to provide goods and/or services to the State of Mississippi **must be registered** with the state of Mississippi. You may obtain registration info at (<http://www.mmrs.state.ms.us/vendors/index.shtml>).

If you are a **new vendor** go directly to

https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#

or if the link does not work, click on the link provided in the paragraph which begins ***“If you are not a registered supplier.”***

Bid specifications and the opportunities for supplier responses **are only available to registered suppliers through MAGIC (Mississippi's Accountability System for Government Information and Collaboration)**. You will need a MAGIC (Mississippi's Accountability System for Government Information and Collaboration) logon. **Call 601-359-1343 if you need assistance with the MAGIC logon.**

We have an e-learning tutorial course designed to assist vendors with navigating the MAGIC system. The course can be found by clicking here [LOG820 Supplier Self-Service eLearning](#) and click on Launch Course. There is a section of the course that specifically deals with RFx (Bid) responses.

And please send your W-9 to Sharon.Chambers@dfa.ms.gov as any W-9 attached via MAGIC is not sufficient. This will facilitate timely processing of all transactions. If you prefer to fax the W-9, the fax number for sending your W-9 is **601-359-5525**.

Amended Appendix B

**CERTIFICATIONS
RFP 15-031**

**PROSPECTIVE CONTRACTOR'S REPRESENTATION
REGARDING CONTINGENT FEES**

The prospective contractor represents as a part of such offeror's proposal that such offeror
HAS / HAS NOT (circle applicable word or words)
retained any person or agency on a percentage, commission, or other contingent arrangement to
secure this contract.

CONSULTANT/LOBBYIST

Please list any consultant(s) or lobbyist(s) that has/have been engaged in reference to this RFP.

Name/Address/Phone: _____

Name/Address/Phone: _____

Name/Address/Phone: _____

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The prospective contractor certifies that the prices submitted in response to the RFP have been
arrived at independently and without, for the purpose of restricting competition, any consultation,
communication, or agreement with any other offeror or competitor relating to those prices, the
intention to submit a bid, or the methods or factors used to calculate the prices bid.

DEBARMENT

The prospective contractor certifies that it is not currently debarred from submitting proposals
for contracts issued by any political subdivision or agency of the State of Mississippi and that it is
not an agent of a person or entity that is currently debarred from submitting proposals for contracts
issued by any political subdivision or agency of the State of Mississippi.

Company Name

Date

Company Representative

DRAFT